Numbering Convention Guidance for documents developed to comply with the National Environmental Policy Act (NEPA)

The format described below is the Bureau of Land Management's numbering convention for any new document developed to comply with the NEPA. As the BLM moves toward total integration of the E-Gov for Planning and NEPA (hereby referred to as ePlanning) platform for Land Use Plans (LUP) and NEPA documents, a standard method of numbering and tracking documents is necessary. Upon implementation of the ePlanning platform, these numbers will be generated by the program.

Format: DDC-ADC-AD-ODC-FIYR-NDSN-TYP

DDC - Department Designation Code is a three-letter code used to identify the name of the Department within the Government. Examples:
> DOI = Department of the Interior
> DOA = Department of Agriculture
> DOE = Department of Energy
> DOT = Department of Transportation

ADC - Agency Designation Code is a three-letter code used to identify the agency or bureau within the government. Examples:
> BLM = Bureau of Land Management
> NPS = National Park Service
> FWS = Fish and Wildlife Service

AD- Administrative Designation Code is a two-letter code used to identify the highest administrative unit involved (state, center, office, or WO) at the time the NEPA document is created. Examples:
> AK = Alaska
> ES = Eastern States
> FA = Fire and Aviation
> TC = Training Center

ODC - Office Designation Code is a three-digit code used to identify the secondary administrative unit involved at the time the NEPA document is created. Examples:
> 080 = New Mexico's Carlsbad Field Office
> 930 = Arizona's Recreation Team in the State Office

FIYR - Project Start Fiscal Year Date is a FOUR-digit code that identifies the 12 month period the Federal Government designates for the use of its funds (October thru September) at the time the NEPA document is created.

NDSN - NEPA Document Sequence Number is four-digit chronological number identifying each NEPA document assigned within an Administrative Unit, Office Designation, and beginning at 0001 each Fiscal Year. Example: we will start with 2009, see example below.

TYP - NEPA Type Code is a 2 or 3-letter code used to identify the category of document used to comply with the NEPA. Valid values are:

      CX (Categorical Exclusion)
      EA (Environmental Assessment)
      DNA (Determination of NEPA Adequacy)
      EIS (Environmental Impact Statement)

Examples: DDC-ADC-AD-ODC-FIYR-NDSN-TYP

              DOI-BLM-CO-060-2009-0002-CX
              DOI-BLM-CO-060-2009-0003-EA
              DOI-BLM-NM-080-2009-0020-EA
              DOI-BLM-NM-080-2009-0021-EA
              DOI-BLM-NM-080-2009-0022-DNA
              DOI-BLM-NM-080-2009-0023-EA
              DOI-BLM-NM-080-2009-0024-CX